

Nursing Education Program Manager – Registered Nurse

**Program Administration Specialist II
BOARD OF NURSING**

DEPARTMENT OF HEALTH PROFESSIONS

Position: #00190 Pay Band: 5

Salary Range: \$68,000 - \$90,000

Application deadline: 11/13/18

DUTIES: This position serves as the nursing education program manager for the Board of Nursing to include managing and coordinating the nursing education program approval process for the registered nurse and practical nurse pre-licensure education programs in Virginia for the Board of Nursing, ensuring compliance with state regulations. The primary duties include: participating in and overseeing on-site visits throughout the State, managing the nursing education application review process, coordinating the NCLEX review process, and participating in probable cause review of compliant investigations of nursing education programs. This position evaluates and make decisions related to nursing education program compliance with regulations and the status of the nursing education programs. Serves as a consultant on nursing education and nursing practice issues, and supervises P-14 (wage) RN professional staff who assist with the on-site review of nursing education programs.

QUALIFICATIONS:

- Considerable knowledge of and experience with the principles of nursing education with emphasis on teaching adults.
- Extensive and comprehensive knowledge of nursing education and nursing education program approval process and NCLEX licensure by examination.
- Extensive knowledge of and experience in nursing practice and nursing systems in the Commonwealth.
- Knowledge of laws and regulations governing nurses and nursing education.
- Effective public contact and organizational skills, analytical and problem solving skills, and experience with Microsoft Office Suite.

- Demonstrated ability to analyze technical issues and make valid recommendations, to work independently and set priorities, to communicate effectively both orally and in writing, and to prepare detailed reports.
- Demonstrated skills in giving presentations to faculty and students.
- Demonstrated ability to supervise professional nursing personnel and administrative support staff.
- Willingness to travel throughout Virginia with some overnight stays.
- The candidate for this position must hold an unrestricted license as a registered nurse in Virginia or hold a multi-state privilege from another state or be eligible for an unrestricted license as a registered nurse in Virginia.
- Extensive nursing experience to include progressively responsible experience in nursing education.
- A graduate degree is required, preferably in nursing.
- If the graduate degree is in a major other than nursing, the candidate must have a baccalaureate degree in nursing.

PREFERRED QUALIFICATIONS:

- Considerable experience working with students and faculty from diverse cultures strongly preferred.
- Previous experience in a regulatory environment.
- Previous experience as faculty or program director in a nursing education program.
- Knowledge of the Administrative Process Act (APA) and Freedom of Information Act (FOIA).

Special Requirements:

Conditions of employment for the candidate of choice include: participation in the Commonwealth's direct deposit program and completion of computer security training.

The Department of Health Professions does not accept "See Resume" as a response to any question. Resumes and cover letters may be attached to the online application, but are not accepted in lieu of a completed application, nor should they be referenced in the body of the application in place of a complete answer. Information on the application is the primary source used for screening the position. Failure to complete any section of the application may disqualify the application for further

consideration. Applications should include complete work history, including periods of unemployment if applicable. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

The Department of Health Professions will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

State employees who have been affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date for this position. The card may be scanned and attached to the application or faxed to (804) 527-4446. Please include your name and the position number on the fax cover sheet. AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY.

The Department of Health Professions is pleased to be exclusively accepting employment applications using the on-line employment system managed by the Department of Human Resource Management. Please view the link below to submit your completed state application for consideration. If you have any questions concerning the application process or experience difficulty accessing the website, please feel free to contact Human Resources at 367-4410.

<https://virginiajobs.peopleadmin.com/>

The Department of Health Professions has a Web presence on the Internet. Please access agency employment opportunities at: www.dhp.virginia.gov.

EOE